



Republic of the Philippines  
Department of Environment and Natural Resources  
Provincial Environment and Natural Resources Office  
MIMAROPA Region  
Bgy. Sta. Monica, Puerto Princesa City, Palawan  
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DENR MIMAROPA  
RECORDS SECTION  
**RECEIVED**

**FEB 15 2023**

☐ INCOMING ☐ OUTGOING

BY: \_\_\_\_\_ DATE NO. \_\_\_\_\_

TIME: \_\_\_\_\_  
February 8, 2023

**MEMORANDUM**

FOR : The Regional Executive Director  
DENR MIMAROPA Region  
1515 L&S Bldg., Roxas Blvd.,  
Barangay 668, Ermita, Manila

THRU : The Assistant Regional Director  
Management Services Division

FROM : The Provincial Environment and  
Natural Resources Officer

SUBJECT : **REPORT RE: SIMULTANEOUS 5S DAY EVERY LAST FRIDAY  
OF THE MONTH**

Respectfully forwarded is the memorandum report from CENRO Coron dated January 30, 2023 with enclosures re: above-mentioned subject.

As stated, the personnel of the said office conducted clean-up drive around their office premises on January 27, 2023 (Friday) from 8:00 a.m. to 12 o'clock.

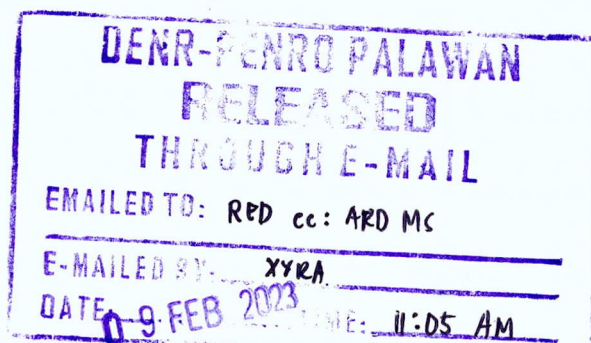
For information and record.

  
**FELIZARDO B. CAYATOC**

DENR-PALAWAN  
PENRO-RECORDS  
**RELEASED**

By   
Date **09 FEB 2023** CN **23-361**

DR: 2023-1012  
IAM





Republic of the Philippines  
**Department of Environment and Natural Resources**  
Community Environment and Natural Resources Office  
Barangay 5, Calamianes Island, Coron, Palawan  
Telephone No. +63 917 504 2633  
E-mail: [cenrocoron@denr.gov.ph](mailto:cenrocoron@denr.gov.ph) Website: [www.denr.gov.ph](http://www.denr.gov.ph)

MEMORANDUM


FOR : The Provincial Environment &  
Natural Resources Officer  
DENR-PENRO, Sta. Monica, PPCity

FROM : The OIC Community Environment &  
Natural Resources Officer

SUBJECT : REPORT RE: SIMULTANEOUS 5S DAY EVERY LAST FRIDAY OF  
THE MONTH

DATE : January 30, 2023

**DENR PENRO  
PALAWAN RECORDS  
RECEIVED**

BY:   
DATE: 12-07-2023 ON 23-1012

This is in compliance to the memorandum instruction dated January 25, 2023 of PENRO Felizardo Cayatoc regarding the Simultaneous 5S Day every last Friday of the month to submit documentation report with geo-tagged photos in the conduct of said activity.

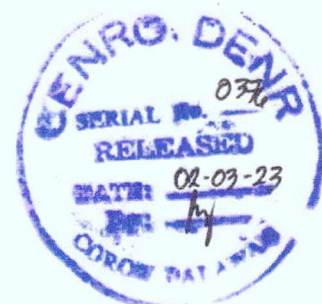
Please be informed that this Office has conducted Clean-up drive around the office premises on January 27, 2023 (Friday) at exactly 8:00 am in the morning to 12 o'clock. The activity aims to maintain cleanliness and promote conducive and organized workplace.

The activity also include cleaning of office surroundings, trimming and removing of dead leaves and branches of ornamental plants, cleaning of stockroom, picking up used bottles and other garbage, cleaning of office cubicles as well as filing and sorting of documents.

Attached are photo documentation of the aforementioned activity.

For information and record.

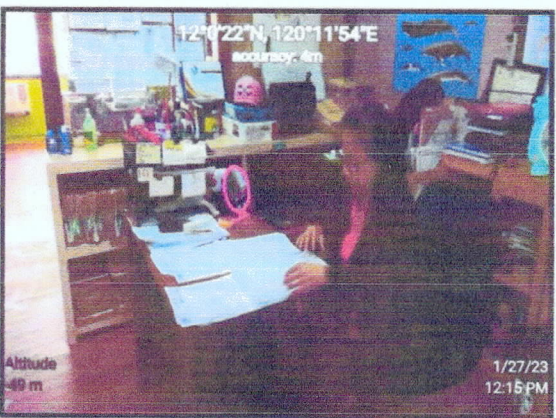
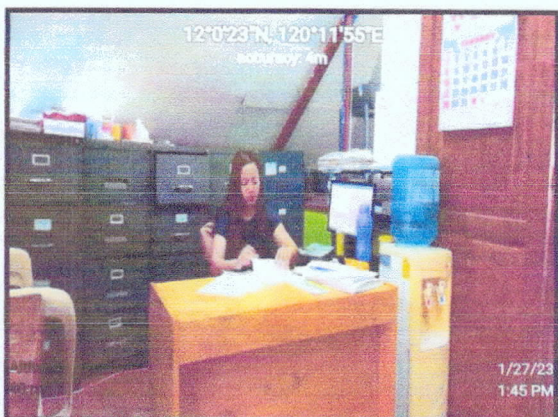
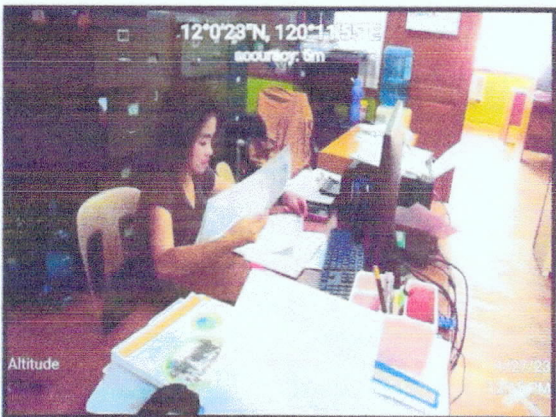
  
**RODNEY G. VERIAN**







*Ground Improvement at CENRO Coron Office*



*Sorting of Documents*